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ABSTRACT

This monograph contains summaries of the following 19 programs for providing career guidance to high-risk persons participating in a Job Training Partnership Act (JTPA) program: Youth Employment Curriculum and Competencies (Boise, Idaho); Career Mentoring Program for the Disadvantaged (Grayslake, Illinois); Partners in Skills for Career/Vocational Transition (Waterloo, Iowa); Project LSYOU (Baton Rouge, Louisiana); Career and Employability Enhancement (Oakland, Maryland); Senior Transition Program (Snow Hill, Maryland); Learning and Earning through School and Work: Let's Work Program (Frederick, Maryland); Teen Parenting and Child Care Program (Ellicott City, Maryland); Developing the Competitive Edge (Annapolis, Maryland); Educators in Industry (Wayne, Michigan); Career Preparation: A School-to-Work Transition Curriculum (Kansas City, Missouri); Career Education: Pre-Employment Skills Training Program (St. Louis, Missouri); Program to Reach Employment Potential [PREP] (Dayton, Ohio); PREP for Life (Dayton, Ohio); Summer Employment Encourages Kids (SEEK) (Dayton, Ohio); Lane Community College Dislocated Worker Program (Eugene, Oregon); Career Development for Ex-Offenders (Portland, Oregon); Career Exploration Program (Vancouver, Washington); and Vocational Occupational Competency System (Olympia, Washington). Each program summary includes the following: program title, sponsoring institution, target population, contact person, and abstract. (MN)

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CAREER GUIDANCE WITHIN JTPA

PROGRAMS, METHODS AND PRODUCTS

A
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1987

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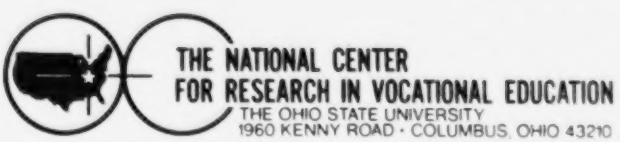
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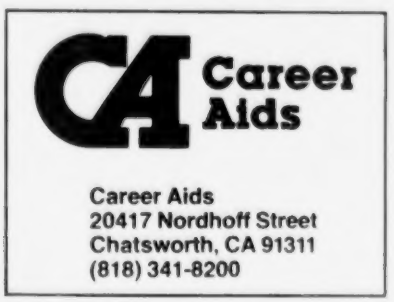

CAREER GUIDANCE WITHIN JTPA

FOR

HIGH RISK POPULATIONS:

PROGRAMS, METHODS AND PRODUCTS

A
Product of the
National Consortium of
State Career Guidance Supervisors

Margaretha Vreeburg Izzo
Harry N. Drier

The National Center for Research in Vocational Education

The Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

1987

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INTRODUCTION

The Job Training Partnership Act of 1982 (JTPA) that became effective in 1984 gave guidance leaders in schools and a variety of other service providers new opportunity to impact on the career development needs of both youth and adults. The JTPA resources and opportunities coupled with those of the Carl Perkins Act, state and local funding becomes a very significant potential.

First, a guidance perspective is mandated on the Private Industry Council (PIC) which has helped assure that the guidance need of eligible clients are addressed.

Second, of the 22% funding that is kept by the governors, 8% goes to the state education departments and 3% is directed to older persons for employability, training and placement purposes.

Third, Title II of JTPA authorizes a broad range of programs such as classroom training, basic skills, and exemplary youth programs to serve school dropouts, teenage parents, handicapped, offenders, alcoholics or addicts. Of the 28 possible services suggested, many of them fall within the guidance and counseling area such as the following:

- Job search assistance
- Job counseling
- Develop good work habits
- Obtain and retain employment
- Education-to-work transition
- Work experience
- Vocational exploration
- Job development
- Job opportunity generation
- Career information
- Education for employment
- Pre-employment skills

In essence the Act provides excellent examples of the wide variety of impact guidance specialists can have if they are trained in, and committed to, providing comprehensive career guidance, counseling, placement, referral, follow-up and follow-through to persons with special concerns.

Lastly, the Act strongly emphasizes guaranteeing that all persons who receive training under its many provisions also receive systematic assistance in career planning and goal setting before they begin their training programs and while they progress through them.

This monograph is an attempt to present but a few creative ways in which a variety of agencies were able to provide the aforementioned services to youth and adults. The project abstracts are brief and limited in their diversity. Hopefully, those presented will help the reader with new ideas on how to serve their JTPA clients with improved career guidance services.

The information for this monograph was obtained from those JTPA guidance project directors/managers who are part of the Career Education Network directed by Dr. Kenneth Hoyt, Distinguished Professor, Kansas State University. Individuals were contacted to determine if they would like their project, activity or product featured in the monograph. Those that responded are featured for your use.

While this product was sponsored by the State of Ohio, Georgia, Nebraska, Mississippi, and Arizona, current members of the National Career Guidance State Supervisors Consortium, it will be shared with state agencies, and selected professional groups.

PROGRAM SUMMARIES

Title: YOUTH EMPLOYMENT CURRICULUM AND COMPETENCIES

Institution: Idaho Division of Vocational Education

Target Population: Economically Disadvantaged

Contact Person: Larry Lannigan
Idaho Division of Vocational Education
650 West State Street
Boise, Idaho 87720
208-334-3214

Abstract:

This multi-agency Task Force identified 22 competencies that teachers could reinforce in a variety of classroom settings. With resources provided by the Job Training and Partnership Act (JTPA), a number of Northwest agencies developed innovative approaches to preparing economically disadvantaged youth for the workplace. Northwest Regional Educational Laboratory (NWREL) provided technical assistance in curriculum development, assessment, and evaluation to the Idaho division of Vocational Education — acting in its role as the agency responsible for cooperation between education and JTPA programs in the state. A guidebook titled YOUR JOB: Selecting, Getting, Keeping, Changing, was produced by NWREL for Idaho secondary teachers. This guidebook provides activities, teaching strategies, and suggestions for teachers to use to reinforce the 22 employability competencies developed by the multi-agency task force.

Title: CAREER MENTORING PROGRAM FOR THE DISADVANTAGED

Institution: Lake County Career Guidance Consortium

Target Population: Disadvantaged high school students

Contact Person: Jerry Gudauskas
Lake County Career Guidance Consortium
19525 W. Washington Street
Grayslake, Illinois 60030
312-223-6681

Abstract:

This project was designed to develop and pilot test a career mentoring program for disadvantaged youth in Lake County. To develop the program, an advisory committee from the Lake County Career Guidance Consortium's Career Resource Bureau met several times early in the project to provide direction for and help in recruiting mentors from business and industry. The Youth Coordinator for the Private Industry Council, who is on this committee, helped identify the schools which have JTPA target populations. A subcommitte continued to meet throughout the year to help provide follow-up of the activities suggested for the mentoring project. In addition, the Consortium's Executive Board monitored the progress of the project at each monthly meeting. After the students were identified, a training session was conducted by the project director for counselors and mentors (persons from business and industry). The students were helped in making career choices with one-on-one sessions with their mentors. The final meeting was a luncheon hosted at International Minerals and Chemical for counselors, mentors, students and parents. Each person shared his or her experiences in the program.

In summary, a small group of disadvantaged students were assisted with their career plans by personnel from business and industry. This cadre of mentors will serve as a data base for next year's program, which will be entered into the computer donated for the project. One of the Consortium's members who served as a mentor has volunteered to help continue the project by being a manager for the program.

Title: PARTNERS IN SKILLS FOR CAREER/VOCATIONAL TRANSITION

Institution: Waterloo Community Schools

Target Population: Disadvantaged High School Students

Contact Person: Marlyce Holbach
Career Education Facilitator
Waterloo School Administration Building
1516 Washington Street
Waterloo, Iowa 50702
319-235-1157

Abstract:

The "Skills for Career/Vocational Transition Program" is jointly sponsored by Iowa Area Education Agency 7, the Waterloo Community Schools, and JTPA. The program consists of three major components — a Summer Program, Career Centers, and Parent Inservice meetings. Each component provides support services to existing career/vocational education programs and activities within Area Education Agency 7 which serves 60 communities.

The Summer Program is a six-week course designed for disadvantaged high school students to help them understand themselves and make realistic plans for the future. Students learn about employment opportunities, what it takes to succeed and get ahead on the job, and how to use their money wisely. Two credits are given to students who successfully complete all sections of the program at the discretion of their district. The summer school program is divided into four sections that are titled Self Awareness, Job Exploration, Consumer Skills, and Job Coping Skills.

Career centers have been established in a central location within each Waterloo high school. Career and social/personal information wil be easily accessible to students. The Career Centers serve as an important link to existing vocational education programs by providing support services to students enrolled in vocational programs. The Career Centers also serve as an extension of guidance services by providing career testing and counseling in career planning.

The Career Centers provide disadvantaged students with information and experiences which assist them in developing a better understanding of their strengths and weaknesses, interests and capabilities. They will expose disadvantaged students to materials, persons, and experiences through which they can explore occupational and educational options.

The third component, Parent Seminar, involves presenting career information to parents in evening sessions by Area 7 guidance counselors. Guidance counselor inservice meetings were designed to incorporate materials developed by Luther B. Otto titled, *Today's Youth and Tomorrow's Careers*. This guide offers a step-by-step decision-making model for parents so they can help their adolescents make sound career decisions. Parents participating in the inservice sessions have received take-home activities for them to use with their children.

Title: PROJECT LSYOU-PARENT COMPONENT

Institution: Louisiana State University

Target Population: Potential high school dropouts between the ages of (14-16) that are economically disadvantaged

Contact Person: Suzan Gaston
LSYOU Program Coordinator
Louisiana State University
College of Education
Curriculum and Instruction
Peabody Hall
Baton Rouge, Louisiana 70803-4121

Abstract:

Louisiana State University College of Education has implemented a drop-out prevention program that aims at keeping potential dropouts from low income families in school so that they may achieve their full potential. The LSYOU program immerses 105 students in the eight week total living experience on the LSU campus. During this period students (1) increase their basic skills in reading, math and study skills, (2) acquire an improved attitude toward self and school, and (3) demonstrate competencies in planning and preparing for careers.

Students receive two hours a day of both math and reading and four hours of supervised work experience in a job of their interest on campus. Two hours of study skills/tutoring and career counseling are provided on alternating days. Social and cultural activities are planned in the evenings and on weekends. After the eight-week program students graduate from the program. Expenses are paid for parents so they can attend the graduation and one all-day parent workshop through private donations from various service clubs such as the Kiwanis and Rotary.

Title: CAREER AND EMPLOYABILITY ENHANCEMENT

Institution: Garrett County Board of Education

Target Population: In-school youth between the ages of 16 and 21 who are economically disadvantaged, non-college bound and are planning on employment immediately upon leaving school.

Contact Person: John A. Ledden
Career and Employability Specialist
40 South Fourth Street
Oakland, Maryland 21550
301-334-8900

Abstract:

The Career and Employability Enhancement program is designed to identify students who desire employment immediately upon leaving school and yet lack those basic living and employability skills needed for success. The program provides instruction in basic skills. Through classroom instruction and individual group counseling, students are provided opportunities to enhance their status in basic skills, identify and refine career objectives, and develop employability and work maturity skills. Students in need of basic skills improvement are assisted in moving to the next higher level. Ninth or tenth graders are instructed in study skills and career guidance to enable them to select and plan their programs of study in order to meet their broad career objectives. Some opportunities for application of employability and work maturity skills are provided through the local service delivery area administrative entity. The program enhances the student's completion of identified competencies, decreases the rate of early school leavers, identifies positive individual career objectives, and increases the opportunity for practical experiences in employability and work maturity skills.

Title: SENIOR TRANSITION PROGRAM

Institution: Worcester County Board of Education

Target Population: JTPA eligible and handicapped high school seniors

Contact Person: W.C. Graham, JTPA Coordinator
Worcester County Board of Education
P.O. Box 130
Snow Hill, Maryland 21863
301-632-2582

Abstract:

The Senior Transition program is designed to develop a world of work program to aid in identifying barriers to employment as well as to develop a curriculum and program of instruction to address those identified barriers to employment through a competency-based strategy. This program funds a job coach who supervises and assists handicapped students in on-the-job training opportunities.

A remediation program is provided to individually address each participant's barrier to employment. Additionally, participants receive instruction in the career decision-making process, occupational clusters, job-seeking techniques, as well as opportunities to explore area worksites and occupations of interest to them.

Title: LEARNING AND EARNING THROUGH SCHOOL AND WORK:
LET'S WORK PROGRAM

Institution: Frederick County Board of Education

Target Population: "High risk" economically disadvantaged, 14-19 year old in-school youth

Contact Person: Spicer Bell, Director
Vocational Education and Computer Services
115 East Church Street
Frederick, Maryland 21701
301-694-1658

Abstract:

The LET'S WORK program is designed to increase the job seeking skills of in-school youth who encounter serious barriers to employment. A teacher-specialist provides small group instruction every two weeks to identified students. Instruction focuses on job-seeking and keeping skills and identification of community contacts. Students complete teacher-directed activities between instructional sessions and members of the school staff make contact with program participants between the teacher-specialist visits. Participants are provided referral, job placement, and follow-up services through the teacher specialist. Students completing the program are expected to have improved career planning and employability skills. The program covers 10 to 25 hours of instruction, depending on the needs of the students.

Title: TEEN PARENTING AND CHILD CARE PROGRAM

Institution: Howard County Public Schools

Target Population: Actual and potential teenage parents

Contact Person: Ms. Margaret Schultz
Howard County Public Schools
10901 Route 108
Ellicot City, Maryland 21403
301-992-0550

Abstract:

The Teen Parenting and Child Care Program is designed to develop a planned comprehensive program of prevention and support for use in two pilot high schools in Howard County. In addition, the program focuses on ways to communicate to teenagers and parents the availability of numerous support services in the community so that unwed mothers can take full advantage of resources. The program has developed mechanisms to involve the business and industrial community in the career planning process of teenagers to assist them in becoming gainfully employed. A publication of available services for teen parents is available from the project. The program is operating in conjunction with the Comprehensive Program for Pregnant Teens and Teenage Parents coordinated by the Howard County Public School System in cooperation with the Howard County Health and Social Services Departments and the Maryland Children's and Family Services.

Title: DEVELOPING THE COMPETITIVE EDGE

Institution: Anne Arundel County Public Schools

Target population: Economically disadvantaged potential dropouts
and students with academic barriers to employment

Contact Person: Dr. Thomas Miller
Director of Vocational Education
Anne Arundel County Public Schools
2644 River Road
Annapolis, Maryland 21401

Abstract:

This drop-out prevention program is designed to provide eligible students with services and activities that will enhance their employability while encouraging them to complete their high school program. Participants receive vocational assessment and basic skills remediation and complete the passport program. Students also receive job placement assistance through the vocational work coordinators. This program uses the Career Maturity index as a pre- and post-assessment of the program. Each student leaves the program with an application package including a resume developed through the Career Passport program.

Title: EDUCATORS IN INDUSTRY

Institution: The Wayne County Intermediate School District in Cooperation with the General Electric Foundation; The Business/Education Alliance; The Inter-Institutional Workshop

Target Population: teachers, counselors, and administrators

Contact Person: Dr. Donald Leverenz
Wayne County Intermediate School District
33500 Van Born
Wayne, Michigan 48184
313-467-1320

Abstract:

The "Educators in Industry" program for Wayne County is designed to bring teachers (especially math and science), counselors, and administrators into closer contact with the business/industrial community. Typically, educators have little contact with business and industry, and, as a result, have difficulty communicating the needs of business/industry to students.

The major goal for the program will be to provide a setting, on-site, where educators and business/industry representatives can discuss and resolve mutual problems and learn more about new technologies. Educators will have an opportunity to observe business in action, participate in business oriented activities, and shadow employees in work situations.

Title: CAREER PREPARATION: A SCHOOL-TO-WORK TRANSITION CURRICULUM

Institution: Norman Center for Career Education

Target population: High school students in Kansas City, Missouri, High School District

Contact Person: Jim Crain
Norman Center for Career Education
3514 Jefferson
Kansas City, Missouri 64111
816-561-1397

Abstract:

The purpose of the curriculum is to provide an opportunity for improving the employability, promotability, and adaptability skills of young adults. The flexible format allows a variety of teaching methods for incorporating the materials into classroom lessons. The intent is to increase the student's self-awareness; life planning skills; and knowledge of life roles, settings and events, while reinforcing academic skills. An underlying goal is to provide youth with a greater perception of and appreciation for the broader community in which they live. The desired outcome is to help the learner make a successful transition from the classroom setting and student role to the world of work and a nonstudent role.

The curriculum package consists of an instructor's manual that includes a key indicating objectives of three standardized tests addressed by the curriculum. The tests are 1) Basic Essential Skill Test (Best), 2) California Achievement Test (CAT), 3) Stanford Test of Academic Skills (Task, Level 2). The package also consists of transparencies, job portfolio, black line masters for student handouts, and information on availability of support materials.

Title: CAREER EDUCATION PRE-EMPLOYMENT SKILLS TRAINING PROGRAM

Institution: St. Louis Public Schools Career Education Unit

Target Population: Disadvantaged high school juniors and seniors

Contact Person: Susan Katzman
Career Education Unit Director
St. Louis Public Schools
5057 Ridge Avenue
St. Louis, Missouri 63113
314-361-5588

Abstract:

This program is designed to provide students with paid work experience after school, with job seeking/keeping information, with a completed job portfolio, and with exposure to a work environment where positive work attitudes and habits are role modeled daily.

Worksites are solicited for student placement and businesses are asked to provide the following:

1. identification of individual work stations,
2. provision for supervision of the students from 3-5 p.m. daily,
3. maintenance of student time sheets,
4. evaluations of students, and
5. release of students one day every two weeks for a job seeking and keeping workshop at the home school.

The students involved come from four St. Louis public high schools. In addition, one teacher each is identified from each high school to serve as a teacher/supervisor who serves as a liaison between the worksite, the school and the school district.

Results of the 1985-86 pilot program show that the students had a 96 percent attendance rate (combination of work and class) and the program had a 90 percent positive termination rate.

Title: PROGRAM TO REACH EMPLOYMENT POTENTIAL (PREP)

Institution: Dayton Board of Education
Montgomery County Board of Education
Greater Dayton Job Training Office

Target Population: Economically disadvantaged high school dropouts

Contact Person: Edward P. McGee, Supervisor
Youth Employment and Work Training
Dayton Board of Education
Roosevelt Center
2013 West Third Street
Dayton, Ohio 45417-2597
513-268-0207

Abstract:

The Youth recruitment staff of the Dayton and Montgomery County school boards searches records for names of dropouts, whom they call or write to inform of the program. The staff also recruits through public service announcements and recruitment tables set up in welfare centers, the Sunrise Recreation Center, and the Roosevelt Center. The only requirements for participation are that candidates meet JTPA income eligibility standards and be high school dropouts between 16 and 21 years old.

PREP trains participants for two weeks in pre-employment skills and computer literacy, as well as providing them with individual and group counseling. After the two weeks in pre-employment training, participants work two hours per day at public agencies where they are introduced to the world of work. An Education/Employment Training Prescription (E/ETP) for each participant is developed in individual counseling sessions. The E/ETP guides trainees through work and educational activities from entry into the program until the end of the school year. When the program ends they either find full-time jobs or enroll in general equivalency diploma (GED) or vocational training classes.

Title: P.R.E.P FOR LIFE

Institution: Dayton Board of Education
Montgomery County Board of Education
Greater Dayton Job Training Office

Target Population: Economically disadvantaged high school dropouts

Contact Person: Edward P. McGee, Supervisor
Youth Employment and Work Training
Dayton Board of Education
Roosevelt Center
2013 West Third Street
Dayton, Ohio 45417-2597
513-268-0207

Abstract:

P.R.E.P For Life is a four-level competency training series for school dropouts. The first level is *Self Awareness for the Labor Market* in which each student's economic, emotional, physical and academic limitations are identified. Level two is *Employment Skills for the Labor Market* and it focuses on career planning, applying for jobs, reviewing values and making decisions. The third level, *A New Technology for the Labor Market*, provides each student with a conceptual understanding of computers. Level four is *Success Skills in the Labor Market* which works on job performance skills needed for job placement. An instructor manual and a participant manual is available for each of the four levels of *P.R.E.P. For Life*.

Title SUMMER EMPLOYMENT ENCOURAGES KIDS (SEEK)

Institution: Dayton Board of Education

Target Population: Economically disadvantaged youth between 16 and 21 years of age

Contact Person: Larry Ruggieri
PIC Planning and Evaluation Unit
The Greater Dayton Job Training Office
117 South Main Street, Suite 280
Dayton, Ohio 45422
513-225-5500

Abstract:

Summer Employment Encourages Kids, (SEEK) is a cooperative effort between private industry and the Dayton and Montgomery County Boards of Education. Funding cutbacks and alarming teenage unemployment rates intensified the need to find the alternatives and offer some solutions to our youth.

Private business may offer actual job positions or make a donation to pay the salary for a youth to work in a non-profit community agency.

SEEK services youth between the ages of 16 and 21.

The Dayton and Montgomery County Boards of Education screen youth for eligibility and skills. They also provide the services of job developers, counselors, and site moniters to better pair supervised sites with students. Additionally, the Boards provide payroll and reporting services for some SEEK participants.

SEEK provides an array of positive linkages betwen education and the world of work for a young participant. SEEK attempts to project a productive image that will encourage employers to hire more young people in the future.

Title: LANE COMMUNITY COLLEGE DISLOCATED WORKER PROGRAM

Institution: Lane Community College

Target Population: Dislocated Workers

Contact Person: Nan Poppe
Director, Dept. of Training & Development
Lane Community College
400 East 30th Avenue
Eugene, Oregon 97405
503-726-2223

Abstract:

The Lane Community College Dislocated Worker Program is operated by the Lane Community College (LCC) on the college campus through a performance-based contract with the Service Delivery Area (SDA). This project has two service tracks. One service track concentrates on job search and the placement of disclocated workers who have transferable skills. The second track concentrates on short-term training to enable less job ready workers to reenter the workforce. Both service tracks are initiated by recruitment, eligibility certification, orientation, and assessment components. Following assessment, the job search track calls for job search training, job club attendance/membership and placement assistance. The training track calls for job search training, classroom training, entrepeneurial training, or on-the-job training, and placement. In addition to these basic components, the project also provides vocational counseling, support services, participant marketing and job development, and a resource center. This project was named as one of the top 10 title III projects in 1986 by the Department of Labor.

Title: CAREER DEVELOPMENT FOR EX-OFFENDERS

Institution: Multnomah County Justice System

Target Population: Ex-Offenders

Contact Person: Cary Harkaway
Community Corrections Division
Room 1500, Portland Building
1120 S.W. Fifth Avenue
Portland, Oregon 97204
503-248-3415

Abstract:

Project transition is a joint effort of the Community Corrections Divisions in Multnomah and Washington Counties, Portland Community College (PCC) and the Northwest Regional Educational Laboratory (NWREL). It assists nonviolent adult offenders in prosocial behavior by organizing personal independence and responsibility workshops around the central issues of employment. The Laboratory's role is to provide technical assistance in vocational testing and assessment, curriculum development, and program evaluation.

Most of the project participants are unemployed, unskilled, and have less than a high school diploma. The average age is 25 years and the majority of them have committed property-related crimes.

Competencies were developed in the areas of (1) life skills, (2) career exploration, and (3) job search. NWREL's Career Redirections for Adults staff handbook was adapted and revised. The workshop materials were designed to take the student through a structured process of self-assessment that builds confidence and helps remove barriers to personal career progress.

The experiential workshop activities take place in a support group environment providing low risk opportunities for students to explore various jobs and consider their personal goals for work and lifestyle.

With the help of Multnomah and Washington counties corrections staff and PCC adult basic education instructors, the students are encouraged to earn their GED, develop self-esteem, create a career plan, and learn how to deal with the stigma of a criminal record.

Bus tickets to get to college and worksites are provided by the program along with meals since students are on campus for seven hours each day. Mornings are devoted to basic skills and GED preparation while afternoons are directed to career exploration and self-assessment.

Title: CAREER EXPLORATION PROGRAM

Institution: Educational Service District No. 112
Vancouver, Washington and the Southwest
Washington Consortium

Target Population: Economically disadvantaged youth

Contact Person: Susan Gilson
Career Exploration Program Supervisor
Educational Service District
1313 N.E. 134th Street
Vancouver, Washington 98685
206-574-3212

Abstract:

The Career Exploration Program provides a year-round integrated program of employment preparation services for economically disadvantaged youth who are attending school and who possess unique barriers to employment. Efforts are focused toward assisting participants to make a successful transition from school to work enabling them to set career goals, develop positive work attitudes and demonstrate job readiness for potential employers. The program is an intervention model that supplements local school district efforts. Maintenance and achievement of educational requirements is a priority.

Successful participants achieve competence in areas of self-assessment and career knowledge, work maturity and job-seeking and job-keeping skills. Competencies are delivered in regular school classrooms, in small groups or one-to-one by program staff. Participants are provided with opportunities to apply these skills, test their abilities or explore options through a variety of program options including job sampling, on-the-job training, try-out employment and/or summer youth employment training programs.

Title: VOCATIONAL OCCUPATIONAL COMPETENCY SYSTEM (VOCS)

Institution: WOIS/The Career Information System

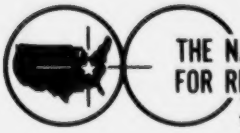
Target Population: JTPA clients

Contact Person: Tami K. Moore
Director of Marketing and Sales
1415 Harrison Avenue, W., Suite 201
Olympia, Washington 98502
206-754-8222

Abstract:

The Vocational Occupational Competency System is a career information system that was developed with JTPA funds by WOIS/The Career Information System. VOCS is a computerized assessment instrument written at the 4.5 grade reading level. This program allows JTPA students and adults to assess their own skills in six categories: (1) career planning and decision-making; (2) career and occupational information; (3) self-assessment; (4) education, training and career relationships; (5) job search; (6) work maturity.

VOCS is available on floppy discs for Apple II and IBM personal computers. VOCS is currently marketed by WOIS/The Career Information System.



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